

Adopted 10/15/92.

## ADA GRIEVANCE PROCEDURE

Any person claiming to have been discriminated against by the Nebraska Court System on the basis of disability may use this grievance procedure. Use of this grievance procedure does not prohibit an employee of the Supreme Court from using the existing grievance procedures established in the Nebraska Supreme Court Personnel Policies and Procedures. Persons who use the grievance procedures set out in this policy should be aware that it may not extend the time limits for filing a complaint with the appropriate federal agency regarding their grievance. Use of this grievance procedure does not prohibit any person from filing a complaint with an appropriate federal entity or pursuing available remedies in court.

1. Any person aggrieved by an action of the Nebraska Court System relating to a disability should send a brief description of the incident or policy involved to:

Judy Beutler  
Associate Administrator (ADA Coordinator)  
State Court Administrator's Office  
P.O. Box 98910  
Room 1220, State Capitol  
Lincoln, NE 68509-8910

within forty-five days of the action given rise to the grievance.

2. Upon receipt of the written complaint, the ADA coordinator, will acknowledge in writing receipt of the complaint as soon as possible.

3. The ADA coordinator or his/her designee, will initially review issues involved in the complaint to determine whether or not an informal resolution of the complaint is possible, and if so, to arrange such a resolution. If an informal resolution is not possible, the complaint will be investigated to determine its validity. Within forty-five days of the receipt of the written complaint, a report of the conclusion reached will be prepared. This will include the options available to the Nebraska Court System to resolve the issues raised for the consideration of the State Court Administrator's Office.

4. The State Court Administrator will initiate appropriate steps to implement decisions reached through this process. A written decision will be sent to the individual filing the complaint by the State Court Administrator detailing any actions or proposed actions taken by the agency. The written decision will be sent to the individual within 60 days of the agency's receipt of the individual's complaint.

5. Nothing in this policy prevents any individual claiming to have a grievance under the ADA from contacting the Nebraska Court System ADA coordinator for assistance and informally pursuing resolution of problems that may arise.

6. Any deadlines established in these procedures may be waived by written mutual consent.

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